

SURA RESIDENCE FACILITY GREAT ROOM / FIELD RENTAL REQUEST

INSTRUCTIONS: Call Residence Facility (269-7460) to check availability before submitting this form!

Fill in form, print and obtain required signatures. Return copy with original signatures to Residence Facility MS 6.
Form must be received at least 5 days prior to event.

Reservations will be confirmed only upon receipt of this form.

FUNCTION INFORMATION

Facility Requested: Great Room____ Field____ Date Submitted____

Name of Event____ Person Requesting Facility____

Date of Event____ Time of Event ____am/pm TO ____am/pm

Type of Function____ Will food / beverage be served or allowed? Yes____No____

Number of Attendees____ (Maximum in Great Room per Fire Regulations = 50)

Person Responsible for function:

Name Title

This person must remain on site for the entire scheduled event and complete the Residence Facility Rental Checklist at the end of the function. The checklist will be provided at time of event to the person noted above.

ALCOHOL INFORMATION

Will alcohol be served? Yes____ No____

Alcohol must be served with food and the signature of the Associate Director is required.

Signature of Associate Director Date

PAYMENT INFORMATION

GREAT ROOM RENTAL FEE: \$50.00

Rental fee to be paid by____

Method of Payment: Credit Card____ Cash____ Check____ Invoice____

Invoice Billing should be billed to____

Account Number____

Mail Stop # _____ Ext____

Authorization of Payment: _____

Signature of Authorized Person

Date

Residence Facility Contact Information

Rose Durham, Coordinator Melissa Hicks, Front Desk
Email: resfac@jlab.org Ext: 7460 Fax: 5103 Mailstop: 6